

STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
PO Box 45811, Olympia WA 98504-5811

DATE: 08 September 2006  
TO: All Potential Bidders  
FROM: Bonnie Lindstrom, RFP Coordinator, #0634-228  
DSHS Central Contract Services  
RE: Amendment

The RFP is amended to replace Exhibit D, Responsiveness Checklist, with this document.

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## Exhibit D

### Checklist for Responsiveness

<input type="checkbox"/>	Proposal was submitted on or before 4:00 p.m. on or before the due date.
<input type="checkbox"/>	Required numbers of proposal copies were submitted.
<input type="checkbox"/>	<p>Proposal is placed in binders with tabs separating the major sections of the proposal. The four major sections shall include:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Admin Requirements – Section 3.D</li><li><input type="checkbox"/> Technical Proposal – Section 3.E</li><li><input type="checkbox"/> Management, Experience And Qualifications Proposal- Section 3.F</li><li><input type="checkbox"/> Cost Proposal – Section 3.G</li></ul>
<input type="checkbox"/>	<p>Bidder meets minimum qualifications, which are:</p> <ul style="list-style-type: none"><li>• The Bidder must be licensed to do business in the State of Washington or obtain a Washington State business license from the Secretary of State.</li><li>• Project lead will be a senior level housing manager/developer with a minimum of 10 years management experience in housing for people with low incomes and special needs, organizational capacity building, and program policy and planning.</li></ul> <p>The Bidder must also have:</p> <ul style="list-style-type: none"><li>• Documented experience helping organizations increase their ability to develop, manage, and sustain low-income housing</li><li>• Documented experience in successfully planning, financing and managing projects to develop low-income housing</li><li>• Documented knowledge and experience with community mental health delivery systems and development of housing projects for individuals with severe mental illness</li><li>• Documented knowledge and experience in working with national, state, and local housing resources in the state of Washington</li></ul>
<input type="checkbox"/>	Proposal demonstrates that the Bidder is capable/responsible to provide the services.

<input type="checkbox"/>	Financial/Contractual Proposal is essentially responsive to core requirements of the RFQQ.
<input type="checkbox"/>	Technical Proposal is essentially responsive to core requirements of the RFQQ and does not impose conditions that would modify the RFQQ.
<input type="checkbox"/>	Letter of Submittal and Certifications and Assurances were signed by an individual authorized to bind the Bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the sole proprietor if a sole proprietorship.
<input type="checkbox"/>	If Minority- and Women-Owned Business participation is being claimed, a certification from OMWBE is included.
<input type="checkbox"/>	The Letter of Submittal included a statement that a Certificate of Insurance would be provided as a condition of award.
<input type="checkbox"/>	Required number of references were provided.